

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department]

Subject: Notice of Seniority-Based Retroactive Promotion

Dear [Employee Name],

We are pleased to inform you that, based on your years of service and the seniority policies of [Company Name], you have been promoted to the position of [New Job Title].

As this promotion is based on your seniority milestone reached on [Effective Date of Seniority], this change is being applied retroactively. Please find the details of your promotion below:

- **New Position:** [New Job Title]
- **Retroactive Effective Date:** [Insert Date]
- **New Salary/Grade:** [Insert New Salary or Pay Grade]

Because this promotion is retroactive, you are entitled to a back-pay adjustment. This adjustment covers the difference between your previous salary and your new salary for the period from [Retroactive Effective Date] to [Current Date]. This payment will be reflected in your paycheck dated [Insert Pay Date].

All other terms and conditions of your employment remain unchanged. We thank you for your continued loyalty and dedication to the company over the years.

Please sign and return a copy of this letter to the Human Resources department to acknowledge receipt.

Sincerely,

[Authorized Signature]

[Name of Manager/HR Director]

[Title]

Employee Acknowledgment:

I accept the terms of this retroactive promotion.

Signature: _____ Date: _____